DATE: May 16, 2000; Revised October 25, 2006

TO: Office of Drinking Water Staff

THROUGH: J. Wesley Kleene, Ph.D., P.E., Director
               Office of Drinking Water

               Steven D. Pellei, P.E., Director of Technical Services
               Office of Drinking Water

FROM: Joanne T. Vivas, SDWIS Administrator
               Office of Drinking Water

SUBJECT: Surveillance and Regulations – SDWIS

This memo replaces working memo #794 dated October 8, 1997.

Revision Highlights:
These revisions are due to mandatory street address for Administrative Contacts, new
Appendix G for Private Lab Data entry, and changing the name of the manual to ODW
SDWIS/State Manual. . The ODW SDWIS/State Manual is separated from this working
memo and is located at \\odwsrv1\odwshare\03-Memos\301-Active Working Memos\301.02-
Forms Letters Manuals\WM823\ODW_SDWIS_StateManual.pdf**. Specific revisions are identified**
in the first entry in Appendix B.

The ODW SDWIS/State Manual mentioned above is used for ODW data entry. The manual includes
the mandatory data entry requirements, as well as the naming conventions, that are important for
searching the database and creating reports. Updating the SDWIS data elements described in this
manual is a routine staff function and, at a minimum, shall be done at the time of the waterworks'
inspection.

Initial data entry and changes to data shall be completed in a timely manner. In concert with this
goal, entry of violation data shall be accomplished within 7 calendar days of a "final" written notice
of violation letter. Also, compliance determinations must be completed within 30 calendar days of
the end of a compliance period in order to ensure meeting EPA's data reporting requirements. The
R&R Program (Working Memo 824) has many tools to facilitate compliance determination.
Any problems you encounter should first be brought to the attention of the Technical Services
Engineer (TSE), or acting TSE, in your office then to the SDWIS Administrator in the Central Office.

This working memo serves as cover for all future updates to the ODW SDWIS/State Manual.

END OF MEMO